

**Society of American Archivists Foundation
Board of Directors Meeting
November 4-5, 2018
Chicago, Illinois**

**Executive Director’s Report
(Prepared by Executive Director Nancy Beaumont)**

Since the Foundation Board’s August 2018 meeting, the staff has accomplished the following activities.

FUNDRAISING / DEVELOPMENT

- See the Donor/Gift Report and Analysis at III.F. [Confidential]
- I continued to write personal notes on all official thank you letters sent to donors from the staff office.
- Per a change in procedure agreed to at the August Board meeting, staff referred to Margery Sly for assignment and follow up nine calls to thank individuals (via phone or email) for their contributions of more than \$100. Board members who serve on the group responsible for making these contacts are Margery, Scott Cline, Michele Pacifico, and Waverly Lowell.
- I participated in an October 10 conference call with the Development Committee to review and update the Development Plan for 2019.
- As noted at the August 2018 Board meeting, staff developed “Peace, Love, Archives” t-shirts for sale at the Joint Annual Meeting, with all net proceeds to be donated to the Foundation. Per action item II.D., the Board should determine to which fund(s) the proceeds—totaling \$3,315.49—should be accrued. Following is summary information about the t-shirt sales:

Costs	Total
- T-shirts (300)	\$ 2003.00
- Shipping	162.36
- Tax and Fees	135.00
Revenue	\$ 5,615.85
Net Proceeds	\$ 3,315.49

- We eagerly await final decisions about the Annual Appeal, which should be launched no later than Friday, November 23.

GRANTMAKING AND AWARDS

- Felicia continued to provide staff support to the National Disaster Recovery Fund for Archives Review Committee. A recent request from a previous awardee in Puerto Rico stimulated a good discussion by the review committee that ultimately resulted in a decline of the request. As one committee member noted: “The NDRFA is meant to provide quick cash for the earliest stages of disaster recovery, not ongoing support.” We await grant requests from repositories that were in the paths of Hurricanes Florence and Gordon. To date we have received no requests from those affected by Hurricane Harvey (primarily Houston and Harris County, Texas) in August 2017.
- We received one final report from an awardee in the 2017-2018 Strategic Growth grant cycle. I followed up by phone to ask for a testimonial sentence or two as well as good images of the project for use on the Foundation website and in collateral materials.

GOVERNANCE

- I worked with Scott to draft the agenda for the November 2018 Board meeting.
- Felicia worked with Scott to make final revisions in the Grant Application Guidelines and Evaluation Procedures (see Agenda Item II.A.), as well as to develop an online submission form.
- Felicia prepared the minutes of the August 2018 Board meeting, which were approved on September 27.
- We prepared materials and planned logistics for the Board’s November meeting.

ADMINISTRATION

- When it became clear that the individual selected to serve as the Foundation’s intern for 2018-2019 would not be available, I reviewed the list of volunteers and recruited Maggie Hoffman to join in the work of the Foundation Board. We’re so glad she accepted!
- Peter prepared the September-end (quarterly) financial statements. (See Agenda Item IV.C.)

As always, I welcome your questions, ideas, and suggestions.